United States Mission Nigeria
Vacancy Announcement

No. 2010-044	Date: May 13, 2010	Ref: A52313

Subject:	**Plumber**

Location:	LAGOS – FACILITIES MAINTENANCE SECTION (FMS)

Applicability:	**ALL INTERESTED CANDIDATES**

OPEN TO: **All interested Candidates**

POSITION: Plumber, FSN-04

OPENING DATE: **May 13, 2010**

CLOSING DATE: **May 26, 2010**

WORK HOURS: Full-Time; 48 hours/week

SALARY: Position Grade: FSN-04 (OR) – N1, 492,697.00 p.a. (Starting basic salary)
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

Not Ordinary Resident (NOR) –AEFM- US$24,156.00 p.a Grade: FP-AA
Ordinary Resident (OR) – EFM – US$24,156.00 p.a Grade: FP-AA

The **U.S. Consulate General Lagos** is seeking to employ a suitable and qualified candidate for the position of a Plumber in the Facilities Maintenance Section.

BASIC FUNCTION OF THE POSITION:

Assigned to the U.S. Consulate Lagos, Nigeria, Facilities Maintenance Section. The incumbent is directly supervised by the Maintenance Supervisor for all assigned duties as a Plumber in the plumbing trade. Assigned duties involve installation, maintenance and repair of utility, supply and disposal systems, fixtures fittings and equipment such as sewage, water, gas and oil lines, compresses air, vacuum and acid systems, water closets ,water heaters, hydrants, valves and pumps.

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Completion of Elementary School is required.

2. One year experience as a journeyman is required.

3. Level I (rudimentary) English is required.

4. Must have full journeyman plumber knowledge of established practice and procedures

5. Candidate must possess valid driver's license

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

4. **A type-written and signed application letter** specifically **applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO

Human Resources Office Abuja
Attention: Recruitment
Insert Address: Plot 1075 Diplomatic Drive, Central District, Abuja

POINT OF CONTACT
Telephone: 09-461-4000 ext 4261/4280

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) **– For purposes of receiving a preference in hiring for a qualified position, an** EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:
- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is _not_ a citizen of the host country; and,
- Does not ordinarily reside (_OR_, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

- EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP. **This category may also include Members of Household <u>who are not on the travel orders</u> and <u>who need a work permit</u> to work legally in country.**

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approval: D/HRO: ABFields
Drafted: SUbah
Cleared: FMS: TJohnson
Cleared:FMO: KWBohne